



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 1999

CORRECTIONAL SUPPORT (ELECTRICAL) SUPERVISOR

A1E1TX TO A1E3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Enforcement and Protective Services Occupational Group and describes supervisory work in the electrical trade. In addition, the work includes security and control of inmates in or about a secure facility. The work includes the electrical maintenance and repair of buildings, fixtures, equipment, or other items. Although these classes are primarily oriented to the electrical trade, the work includes ongoing responsibility for the training of inmates in this trade. This includes oversight, supervision, intervention, or evaluation of inmates to assure the safety and security of property and others. This work includes the enforcement of statutes, regulations, orders, and procedures of the facility.

For purposes of determining supervision, positions supervising inmates may fit the definition of supervision if the position performs these elements of supervision: issuing performance corrective actions and initiating disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. This includes inmates in a wage-earner role in an employer/employee relationship. Positions "supervising" an inmate work gang of "as assigned" are not considered to meet the above elements of supervision.

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CORRECTIONAL SUPPORT ELECTRICAL SUPERVISOR I A1E1TX

CONCEPT OF CLASS

This class describes the first-supervisory level. In addition to performing fully-operational work in the electrical trade, positions in this level have supervisory responsibility for inmates. This supervision entails assigning and evaluating work, handling informal grievances, initiating corrective and disciplinary actions, and participating in the hiring and firing of the inmates. Positions are expected to train the inmates on skills and knowledge in the electrical

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trade. The work includes responsibility for the security and control of equipment, tools, materials, and other resources. Positions are actively involved in the physical control of inmates assigned to them. This class also describes those positions receiving orientation and training to the work setting within the initial probationary period.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, positions decide what and how certain electrical repair actions are required to complete work orders.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study equipment and materials information to determine what it means and how it fits together in order to get practical solutions in the form of completed work assignments in the electrical trade. Guidelines in the form of electrical trade practices, codes or specifications, post orders, facility directives and agency processes exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the appropriate type of electrical repair when failures occur.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. For example, positions discover causes of electrical faults by probing for information on the problems.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise security officers on appropriate trouble shooting processes to preclude false problems being reported.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader or supervisor. The work leader is partially accountable for the work product of two or more full-time equivalent positions (typically inmates), including timeliness, correctness, and soundness. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory

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decisions made at higher levels. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. Positions supervised are typically inmate employees of the unit. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

CORRECTIONAL SUPPORT ELECTRICAL SUPERVISOR II A1E2XX

CONCEPT OF CLASS

This class describes the second supervisory level. In addition to the work described in the previous class, positions in this level decide the electrician work processes used by others. This class differs from the Correctional Support Electrical Supervisor I in the Decision Making and Line/Staff Authority factors.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, licensed electrician positions have authority to decide how work processes will be completed in conjunction with established facility security processes. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions decide the material and equipment control and inventorying processes for the operation. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study security and work requirements to determine what they mean and how they fit together in order to get practical solutions in the form of sets of work processes. Guidelines in the form of trade practices, codes or specifications, facility directives, and agency standards and regulations exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but

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one is better than another depending on the given circumstances of the situation. For example, positions select the most appropriate repair action based on the extent of failure and materials available.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of both of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. For example, positions interview managers and security supervisors to determine the adequacy of electrical service.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise duty officers on plant operations to solve electrical power problems on weekends.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader or supervisor. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

CORRECTIONAL SUPPORT ELECTRICAL SUPERVISOR III A1E3XX

CONCEPT OF CLASS

This class describes the third supervisory level. In addition to work described in previous classes, positions in this level adapt processes to the standards and programs of the agency. This class differs from the Correctional Support Electrical Supervisor II class in the Complexity, Purpose of Contact, and Line/Staff Authority factors.

FACTORS

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Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, positions use general electrical codes and facility requirements to decide repair and modification processes. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions examine professional plant operation standards in order to determine preventive electrical maintenance operations. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of concepts and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. For example, positions plan electrical maintenance programs with other occupations, such as carpenters; plumbers; heating, venting, and air conditioning (HVAC) mechanics; etc. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with concepts and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, positions prepare facility plans for electrical equipment replacements and ways to gain efficiencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of at least two of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time. For example, positions interview other staff members to determine problems in facility maintenance.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise duty officers on plant operations to solve electrical power problems on weekends.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions train security supervisors in procedures to reset electrical control systems when power failures occur.

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Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. Positions supervised must be in this class series or in similar conceptual levels in other correctional or trades classes. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

DEFINITIONS

Electrical Trades: This occupation describes electrical maintenance work and/or assisting skilled, licensed electricians in the installation, alteration, maintenance, and repair of electrical systems, appliances, and devices. The occupation also includes work in electronics in a correctional setting.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/99 (KKF). Correctional Support Electrical Supervisor IV (A1E4) abolished as vacant. Published proposed 4/16/99.

Effective 5/1/95 (DLF). Published as proposed 3/22/95.

Effective 12/30/94 (DLF). Published as proposed 9/15/94.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 6/11/93.

Revised 4/17/91. Changed salaries.

Revised 3/1/90. Changed pay differential on Supervisor I (A8754).

Revised 7/1/87. Changed options, nature of work, and entrance requirements.

Revised 7/1/82. Changed titles and nature of work.

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Revised 7/1/81. Changed class codes, titles, nature of work and entrance requirements.

Created 5/1/78.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
C. S. Electrical Supervisor I	Operational	Patterned	Detect or Advise	Work Leader or Unit Supervisor (inmates)
C. S. Electrical Supervisor II	Process	Patterned	Detect & Advise	Work Leader or Unit Supervisor (1 in series)
C. S. Electrical Supervisor III	Process	Formulative	*Detect, Advise, or Clarify	Unit Supervisor (all in series)

* Must have at least 2.